



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Admission Coordinator

Job ID	2A-30-B1-C5-98-5A	
Web Address	https://careers.indigenous.link/viewjob?jobname=2A-30-B1-C5-98-5A	
Company	Havergal College	
Location	Toronto, Ontario	
Date Posted	From: 2024-04-03	To: 2024-05-03
Job	Type: Full-time	Category: Education
Languages	English	

Description

We are seeking an individual who is inspired by our mission and whose beliefs align with our core values of integrity, compassion, inquiry and courage, and reflects our core competencies to join Havergal College as an Admission Coordinator. This is a full-time position.

Why Havergal is the Place to Be

Founded in 1894 and located on a beautiful 22-acre campus in midtown Toronto, Canada, Havergal College is one of Canada's pre-eminent independent schools for girls from Junior Kindergarten through Grade 12.

At Havergal College, we believe that great schools are made up of great people. With a rich history spanning over 130 years, we are committed to offering a contemporary liberal arts education, which is rooted in the Anglican tradition. Our mission is to prepare young women to make a difference. Through our outstanding academic and co-curricular programs, and a cohesive and collegial team of faculty and administrative staff, we nurture a culture of capability that fosters self-confidence, leadership, critical thinking and global-mindedness within our students.

We take pride in attracting and retaining highly-qualified faculty and administration staff to ensure that our school remains at the forefront of educational excellence. Join us on this transformative journey of education, working together to empower young women to make a positive difference in our world.

We are committed to building a diverse workforce and an inclusive workplace. We believe that an inclusive environment fosters a culture of mutual respect, creativity and innovation, collaboration and accountability. To this end, we encourage applications from all qualified candidates with a diverse range of experiences and perspectives, including women, BIPOC (Black, Indigenous and People of Colour) peoples, LGBTQ2S+, and persons with disabilities to join our thriving team. We seek candidates who are committed to nurturing a community where integrity, compassion, inquiry and courage thrive.

The Position:

In support of Havergal's pursuit to enroll mission fit students and families through a process that is guided by our values, the Admission Coordinator plays a pivotal role in supporting Havergal's reputation for excellence. By providing outstanding customer service while administering the admission processes and procedures relating to enrollment through outstanding technology skills, the Admission Coordinator supports the department and uses their creativity and curiosity to assist the School retain its status as a leading independent school in Canada.

How to Apply

Click "Apply Now"

To learn more about this opportunity, the expectations, qualification requirements and How To Apply please visit our website at www.havergal.on.ca

All qualified candidates are encouraged to express their interest no later than April 18, 2024.

Havergal College thanks all applicants in advance. Only those candidates selected for an interview will be contacted.

Havergal College is an equal opportunity employer. We are committed to an inclusive, barrier-free recruitment and selection process, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).

We will be happy to work with applicants requesting accommodation at any stage of the hiring process. If you require accommodations, please contact Cathy LeBlanc at 416-483-3519 ext. 6526 or by email at accessibility@havergal.on.ca.